

## ATTACHMENT C

# Secretary of State's Council on Library Development Meeting Minutes

Kirkpatrick State Information Center  
Roy Blunt Conference Room  
Jefferson City, MO

September 10, 2004

Members present: Darst, Wilke, Morrow, Rickerson, Shaw, Fuchs, Sullivan, Baker, Coleman, Sundermeyer, Black, Hogerty,

Staff present: Reading, Parker, Steinman, Harris, Callison, Dentner, Dahms-Stinson

Guests present: Cheryl Goltz, Director of Rolla Public Library  
Glenda Brown, Director of Salem Public Library  
Tracy Byerly, Director of Missouri Library Network Corporation (MLNC)  
Carrie Cline, Director of McDonald County Library  
Sue Oliveria, Director of Webb City Public Library  
Karen Hayden, Director of Little Dixie Regional Library  
Jan Johnson, Director of Daviess County Library  
Paul White, Director of Mid-Continent Public Library  
Sue Tangeman, Director of Sikeston Public Library  
Margaret Booker, Director of Missouri Library Association (MLA)  
Jeanne Sullivan, REAL Program Coordinator at MOREnet  
Lisa Walters, School Library Consultant at Department of Elementary and Secondary Education (DESE)

Absent: Mullany-Quijas, Nordwald, Polk, Busch, Bentley, Burson, Jetton, Skaggs, Stoll

Parker called the meeting to order in the absence of Annie Busch at 10:00 a.m.

Harris introduced new staff members, Mary Cassels and Patrick Cosby.

Reading introduced new staff members Nathaniel Albers, Technology and Census Consultant; Brenda Sites, Continuing Education Consultant; Michaela Hansen, Library Administrative Consultant.

Parker said an orientation meeting was held this morning for new council members. There will be a voluntary tour of the new Wolfner recording booth at the conclusion of the meeting.

## **Overview of Missouri public libraries and related issues – Sara Parker, State Librarian**

Missouri's public libraries are structured differently than other states. Public libraries are created as separate political subdivisions and have voted tax levies as adjusted by the Hancock requirements. In most states, libraries are a division of the local government. As part of the local government, they compete with other local departments for funding instead of seeking separate tax levies. In Missouri, Chapter 182 of the MO Revised Statutes governs the structure of public libraries.

Missouri cities and school districts have the authority to provide public libraries. Currently no school district is providing public library service. There are two joint libraries combining school and public library service.

An Attorney General's opinion for the regional library formed by contract is the political subdivisions which signed the contracts do not go away. Daniel Boone Regional Library is an example of a regional system which includes Columbia Public Library, Callaway County Public Library, and the Boone County Library.

Some libraries serving the public are not publicly funded, and in some cases, not publicly governed. An example is the James Memorial Library in St. James, which is funded by a foundation. These libraries are not eligible for state aid funds.

## **Report of library visits in Southeast Missouri – Sara Parker, State Librarian and George Rickerson, Director of MOBIUS**

Rickerson said he was very affected by the experience. The Dunklin County and New Madrid County libraries were very impressive. Richard Reynolds has done a great job making the library an important part of the community in New Madrid County.

The libraries in Steele and Hayti were small libraries. There was a big contrast between the two. The group at the Steele library were very energetic and enthusiastic. It was "top notch."

Rickerson reported the one that impressed him the most was the library at Fisk. It is located in the city hall and the books are donated. Staff uses what they have very creatively. The Council needs to do whatever can be done to help libraries like this.

If there is another opportunity to visit the libraries, he strongly encourages other council members to go. Parker said this was about one third of the libraries she plans to visit. She plans to visit more in the winter and spring. If anyone is interested, please let her know.

Black said the opportunities for improving small libraries through the Gates Foundation were outstanding, but the problem is the inability to maintain the resources. Updating is

an important issue, as many of the smaller libraries cannot afford to keep technology current.

Rickerson said there is a need to aggressively pursue the restoration of the Out of State Athletes and Entertainers Tax funding. Parker said in the event this does not happen, there is a need to find other money for books for libraries. Parker said at the Missouri Public Library Directors meeting both candidates for the Secretary of State pledged to work toward the restoration of the A&E funding.

Rickerson suggested finding a way to take the surplus equipment and send it to the libraries in need, which could be a big help.

### **Public library collegial groups in Missouri:**

- **Grand River Library Association – Jan Johnson, Director of Daviess County Library and Karen Hayden, Director of Little Dixie Regional Libraries**

Johnson gave a brief history of the Grand River Library Association. It was founded in 1965 and now has twenty-eight libraries as members. It is a cooperative effort to obtain better library service. It stimulates and encourages efforts of the librarians involved and provides exposure and prestige for its members.

Hayden said there all sizes of libraries as members. They now meet four times a year - September, November, April, and June. This year they are also planning a series of six computer classes through MOREnet. She handed out a brochure on the Grand River Library Association.

Hayden said members pay nominal dues of \$20 per year. They have bylaws and a secretary, treasurer, and a president. Some of the reasons librarians belong are networking, communication, and sharing of information. It is a good way for small libraries to talk about issues and solution ideas.

- **Librarians 911 – Glenda Brown, Director of Salem Public Library and Cheryl Goltz, Director of Rolla Public Library**

Goltz said this is a less formal group without bylaws or officers. They meet monthly. The group was formed in February 1998. There are 11 counties in south central Missouri which belong. The group was formed for communication and sharing of ideas.

Goltz said the program Rolla Public Library uses the most are the Summer and Winter Institutes. They are wonderful training tools. They would also like to see a repeat of the summer reading workshops.

Brown said the State Library is a wonderful asset to small libraries. Without the grants provided, the small libraries would have less ability to provide services. The videoconferencing will be a great asset to the small libraries who cannot afford to attend training classes and meetings. There is a need for the return of the basic equipment grants.

- **Librarians Anonymous – Carrie Cline, Director of McDonald County Library and Sue Oliveria, Director of Webb City Public Library**

Oliveria said Librarians 911 is responsible for Librarians Anonymous. She had attended a Librarians 911 meeting and decided their area could use a group also. It was formed in 1999. The Librarians 911 group came and helped get this group started. The group is located in southwest Missouri. There are eleven member libraries.

These groups are a great help to the smaller libraries. The State Library and the Council should explore the possibilities of ways to foster these types of groups throughout the state.

The State Library's publication, *Missouri Libraries: Your Lifetime Connection* manual was very helpful.

Cline stressed the importance of rural public libraries to their communities. If the rural library cannot meet the patrons needs, they have to go out of the county, and this is a long trip for them.

The ShowMe Steps Grants have been very important to small libraries. With the grant money, they are able to attend programs and workshops which they could not otherwise attend. Oliveria said consortium grants would be very helpful.

Parker said the groups are very important to the State Library, especially for ideas and suggestions to help the libraries provide better service.

- **SEMO Direct – Sue Tangeman, Director of Sikeston Public Library**

Tangeman said the group formed in April 2001. There are approximately 22 members and the group meets four times a year.

The members of SEMO asked these items to be brought before the Council.

- The restoration of the A&E funding
- Regional training on a regular basis/staffing issues
- TIFF incentive issues
- Programs on public relations
- Return of the basic equipment grants
- Problems collecting the 1955 voted tax amount

- Antiquated 1965 library boundaries. The boundary line that separates Cape Girardeau Public Library from Riverside Regional runs in the middle of the street. If you live on one side of the street, your library is Cape Girardeau and on the other side it is Riverside Regional.

Parker said one group representing the urban libraries is the Kansas City Metropolitan Library and Information Network (KCMLIN). They are currently working on a new delivery program for public libraries. The St. Louis Library Network also has programs on a regular basis.

### **Assistive Technology Program – Kay Callison, Grants Officer and Nathaniel Albers, Technology and Census Consultant**

Callison said the assistive technology grants need to be upgraded. Training on the equipment is essential for library staff. Albers said the State Library would like to expand the resources from the Adaptive Equipment program.

Libraries need to be aware of the resources and assistive technology available to them.

The State Library would like feedback from the Council on:

- Would it be helpful to develop publications for libraries on accessibility issues?
- Are more assistive technology resources needed in libraries?
- What libraries may need help with better equipping themselves with assistive technology and training?
- What kinds of training need to be offered?
- What models may exist that would be helpful to examine?

Fuchs said there is a definite need for in-service training for library staff. The need to comply with the ADA rules is essential.

Hogerty asked if there were standards for necessary compliance with the ADA. Callison said the Department of Labor and Industrial Relations developed a large project called the “One Stop Workplace.” They included everything needed to be ADA compliant in the workplace. Parker said the Missouri Law for information systems makes the standard for providing information systems is that it must be the same as for people without disabilities.

Albers said emphasis should be placed on staff training in this area.

### **Follow-up on research findings of school library media services – Sara Parker, State Librarian and Lisa Walters, School Library Consultant-DESE**

Parker said the research identified three components as most important. First is library usage. Second was summer reading, and the third was library access. Work is going forward on an action plan.

Lisa Whitaker performed a privately funded study for a non-profit on summer learning loss. In her presentations, she said a bright student who has the summer off takes about six weeks in the fall to catch up to where they left off in the spring. For a student who is not doing well or in trouble, it may take them five to six months to return to the level they were before summer dismissal.

Parker said the State Library has done much through summer reading clubs in public libraries. The research shows if there is cooperation between the school and the public libraries, there is even more impact on student achievement.

Parker asked the Council for ideas and suggestions that would boost summer reading in Missouri and hence improve student achievement.

**Ideas to boost summer reading program:**

- Summer Reading Program workshops - Promote and talk to public libraries about the “ShowMe the Connection” survey. Bring schools and public libraries together at a Summer Reading Program workshop.
  - Provide a workshop at Missouri School Librarians Association annual meeting
- Summer reading lists
  - Have mandatory reading lists
  - Uniformity of lists from schools
- Form partnerships between the schools, public libraries, and other community agencies
- Have the summer reading program theme at the state level distributed to the schools, public libraries, and other community agencies that promote reading
- Schools allow credits against required book reports and other assignments for books read during the summer for the school year
- Schools celebrate summer readers at a back to school assembly at the beginning of the school year
- Incentives from private sources
- Public library visits to schools
- Having school libraries open in summer, especially in remote areas
- Promote “family” reading programs

- Programs through local Parks and Recreation departments
- Schools loaning library books to public libraries or loaning books to the children through the summer, especially in areas not located near a public library
- Doing public service announcements with personalities children can identify – sports figures or actors/actresses, etc.

Parker told the committee if there were additional ideas or thoughts on summer reading, to please send them to either Lisa Walters or her.

Fuchs said this would be placed on the agenda for the upcoming meeting of the Missouri School Library Coordinators meeting next week.

To order additional copies of the ShowMe the Connection Study, please e-mail your requests to [Lisa.Walters@dese.mo.gov](mailto:Lisa.Walters@dese.mo.gov). Please include your mailing address in the e-mail.

### **State Librarian's Report – Sara Parker, State Librarian**

Parker said there are additions to the report. The first addition is a new report from the National Endowment for the Arts called “Reading at Risk.” It is a long-term statistical study of people reading fiction, poetry, short stories, and drama. The multi-year study shows a decline in this type of reading. The Council would like to discuss this item at a future meeting.

Parker recently attended the International Federation of Library Associations annual conference. She represents the United States in the Research and Library Services to Legislatures and Parliaments section. Three days were spent with the Congress of Chile in Valpariso. There is a strong public library tradition in Chile.

The main meeting was in Buenos Aires, Argentina. Two days were spent with the Argentine Congress. There is a National Library of Argentina and the National Library of the Congress of Argentina. The latter has two library information centers in containers. They would go to remote areas of Argentina for two to three weeks. People came for story sessions, books, and Internet access.

The most interesting presentation was from the library director for the British House of Commons who is retiring after 30 years. The presentation covered how legislative bodies and their need for information has changed over the last 30 years.

Secretary of State Matt Blunt wants a smooth transition to the new Secretary of State. A transition notebook has been prepared for the new administration. This gave the State Library an opportunity to address concerns, expectations, etc. The restoration of the Out of State Athletes and Entertainers' Tax were addressed as well as a funding stream for technology in public libraries, and to literacy initiatives.

**Approval of minutes from April 2, 2004 meeting:**

No additions or corrections. Minutes approved as previously submitted.

Margaret Booker said one event at the Missouri Library Association conference in St. Louis on Friday, October 29, at the Sheraton Westport would be the candidates for the Secretary of State's Office speaking at the trustees luncheon.

**Other business**

The next meeting of the Council will be in Jefferson City on Friday, November 5, 2004.

**Wolfner Library's Digital Recording Booth and program – Richard Smith, Director of Wolfner Library**

Smith said all the recordings for talking books are now digital. The analog tape is still being produced. The Library of Congress is going to bypass using CDs to flash media. They record 2,000 books a year.

Wolfner Library received money from the Wolfner Trust Fund to build the digital recording booth. The recordings will meet the Library of Congress standards. The process requires three people - one to record, one to monitor, and the third to review.

Meeting was adjourned at 3:00 p.m.

A tour of the Wolfner Recording Booth followed the adjournment.